

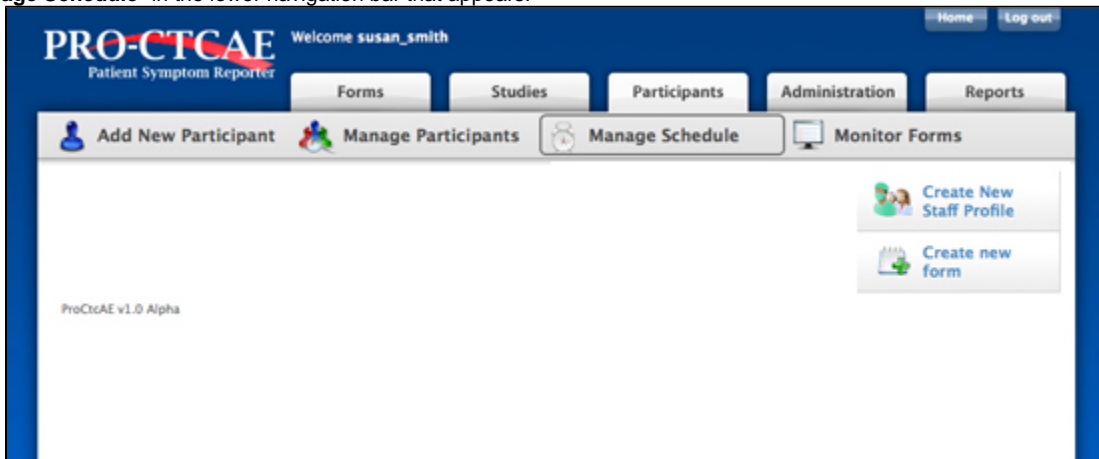
# Schedule Form

[Monitor Forms](#)   [Forms](#)

## Important

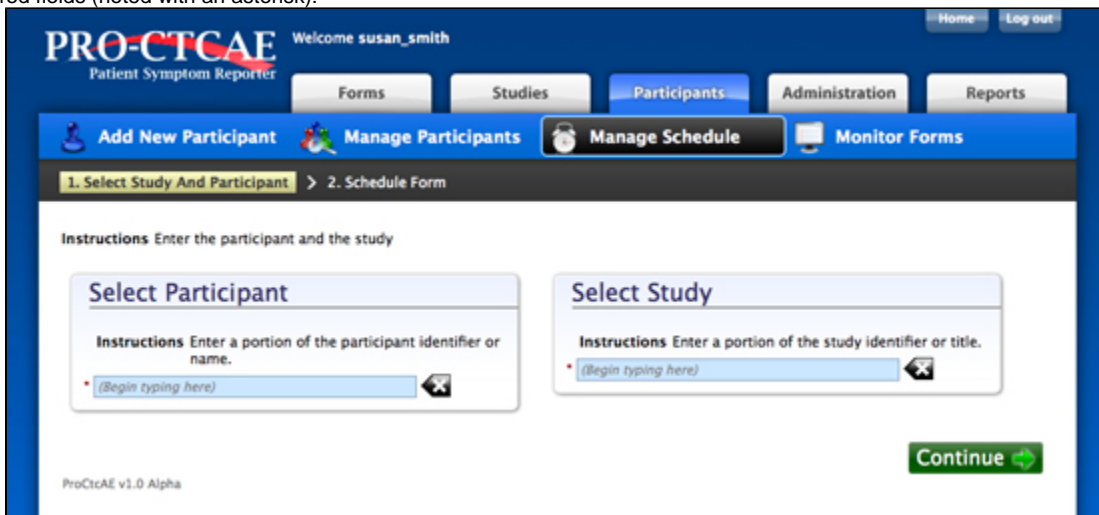
The Lead Site CRA, Lead Site PI, Site CRA, Site PI, Physician, and Nurse may schedule forms in the PRO-CTCAE reporting system. Hover over the **"Participants"** tab in the top navigation bar.

Click on **"Manage Schedule"** in the lower navigation bar that appears.



## Select Study And Participant

Fill in all required fields (noted with an asterisk):



## Select Participant

To enter the participant, start typing either part of the participant identifier or name. A drop-down menu of names will appear. Scroll down and choose the participant you want to manage. If you choose the wrong participant and want to clear the field, click on the white "X" in the small black icon.

## Select Study

To enter the study, start typing either part of the study identifier or title. A drop-down menu of studies will appear. Scroll down and click on the corresponding study. If you choose the wrong study and want to clear the field, click on the white "X" in the small black icon.

Here you'll see the scheduled dates for this participant to complete PRO-CTCAE forms. To navigate the calendar, use the arrow buttons to move forward or backward one month.

To change the dates of any scheduled forms, you can click and drag any blue box to another date. You can also click on the down arrow and choose one of the options from the drop-down menu: "Show details," "Schedule form," "Delete form," "Move form to other date," "Treatment on hold," "Print form," or "Enter Responses."

Feb - 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		
Scheduled						
27	28					

Sched (bas

Show details

Schedule form

Delete form

Move form to other date

Treatment on hold

Print form (000 study)

Enter responses (000 study)

Show details

A dialog box will show you the form's number, status, and due date. Click the "Ok" or "X" button in the upper right to close this box and return to the schedule.

Following event(s) are scheduled for (001) D G on 02/17/2011:

Form: 000 study

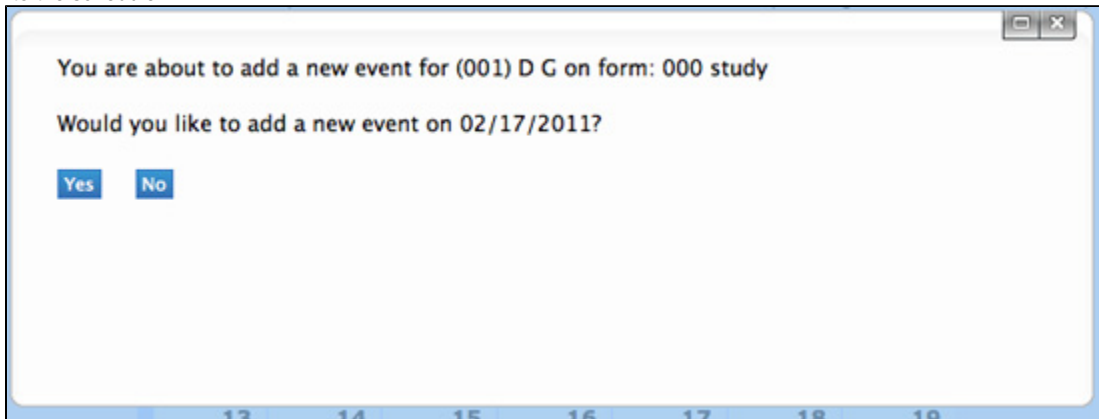
Status: Scheduled

Due date: 02/18/2011

Ok

Schedule form

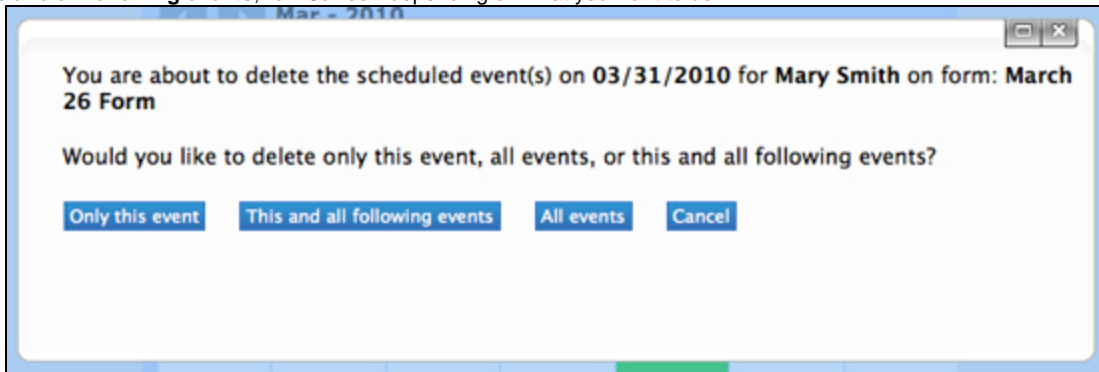
A dialog box will ask if you want to add a new event on that date. Click "yes" to add, or click "no" or the "X" button in the upper right to close the box and return to the schedule.



This screenshot shows a dialog box with a title bar containing standard window controls. The main text reads: "You are about to add a new event for (001) D G on form: 000 study". Below this, it asks: "Would you like to add a new event on 02/17/2011?". At the bottom, there are two buttons: "Yes" and "No". The dialog box is overlaid on a calendar interface, with the date 02/17/2011 highlighted.

## Delete form

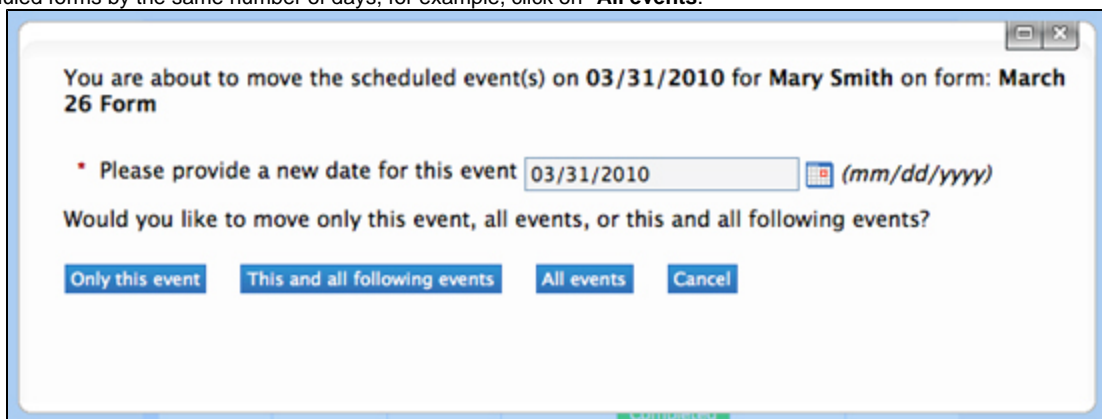
A dialog box will ask you if you would like to delete only this event, all events, or this and all following events. Click on "**Only this event**," "**All events**," "**This and all following events**," or "**Cancel**" depending on what you want to do.



This screenshot shows a dialog box with a title bar. The main text reads: "You are about to delete the scheduled event(s) on 03/31/2010 for Mary Smith on form: March 26 Form". Below this, it asks: "Would you like to delete only this event, all events, or this and all following events?". At the bottom, there are four buttons: "Only this event", "This and all following events", "All events", and "Cancel". The dialog box is overlaid on a calendar interface, with the date 03/31/2010 highlighted.

## Move form to another date

1. A dialog box will ask you to enter a new date. Add the date using the mm/dd/yyyy format, or click on the calendar icon to choose the date.
2. The dialog box will ask you if you would like to move only this event, all events, or this and all following events
3. Click on "**Only this event**," "This and all following events," "**All events**," or "**Cancel**" depending on what you want to do. To move all of the scheduled forms by the same number of days, for example, click on "**All events**."



This screenshot shows a dialog box with a title bar. The main text reads: "You are about to move the scheduled event(s) on 03/31/2010 for Mary Smith on form: March 26 Form". Below this, there is a prompt: "Please provide a new date for this event" followed by a text input field containing "03/31/2010" and a calendar icon. To the right of the input field is the text "(mm/dd/yyyy)". Below this, it asks: "Would you like to move only this event, all events, or this and all following events?". At the bottom, there are four buttons: "Only this event", "This and all following events", "All events", and "Cancel". The dialog box is overlaid on a calendar interface, with the date 03/31/2010 highlighted.

## Treatment on hold

A dialog box will allow you put all of the participant's future scheduled forms on hold. Enter the date you will begin holding surveys. Click the red "Begin Hold" box to implement the hold, or click "Cancel" depending on what you want to do.

**Survey held from date**

Putting the participant on hold will put all the future scheduled forms on hold. Please enter the date from which the participant (001) D G surveys will be held.

• Survey held from date  (mm/dd/yyyy)

Cancel Begin Hold

If you click "Begin Hold," the calendar will refresh with a line that reminds you that the surveys for that participant have been put on hold.

To remove the hold, choose "Remove hold" from the drop-down menu. A dialog box will allow you to specify the off-hold date, on which the surveys will resume. You may also specify a cycle and day that corresponds to the off-hold date you entered. Click the red "Remove Hold" box or "Cancel," depending on what you want to do.

**Remove Hold**

Surveys for the participant "(002) M G" have been put on hold beginning 02/18/2011, Specify the date on which surveys will resume.

• Off hold date  (mm/dd/yyyy)

Specify the cycle and day corresponding to the above selected off hold date.

Cycle  and Day

Cancel Remove Hold

## Print form

This will download the form for you to print and have the participant complete on paper.

## Enter responses

This area is for entering the results of the printed form. (This is the case when the form has been printed and the participant completed his or her responses on paper.) Enter the responses from the form. Click "Save" to save the answers to the system, or click "Submit" to permanently enter the participant's answers.

## You now have two options:

1. To select another participant or study, click on the blue **"Back"** button in the bottom left of the screen.
2. To save your work and go to the confirmation page, click on the green **"Save"** button.